

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: July 1, 2003

LEAVE ACCOUNTING LETTER # 03-020  
(CSU Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

Re: HOLIDAY INFORMAL TIME OFF RESET

This is to inform you that unused balances for Holiday Informal Time Off (HI) will be reset to zero for the July 2003 leave period, for all campuses requesting this service. Begin Balance transactions will be posted with an zero amount on July 28, 2003.

The following campuses opted to have HI balances reset in July 2002 and are currently scheduled to participate in the July 2003 automated process:

CSU, Bakersfield  
CSU, Chico  
CSU, California Maritime Academy  
CSU, Los Angeles  
CSU, San Marcos  
CSU, San Diego

To be added to or deleted from the automatic reset process, please contact Debra Mason Robson at (916) 324-7256, or via email at [dmason@sco.ca.gov](mailto:dmason@sco.ca.gov), no later than Tuesday, July 22, 2003.

JRH:dm